



**Muscogee (Creek) Nation
Social Services Department
School Clothing Office
2015-2016
Application**

HEAD OF HOUSEHOLD INFORMATION				
Full Name:			SSN#:	
Spouse (if applicable):			SSN#:	
Marital Status:	Single	Married	Separated	Divorced
Please Check:	Legal Parent	Legal Guardian	Foster Parent	Caseworker
Other:				
CONTACT INFORMATION				
(CHECK WILL BE MAILED TO THIS ADDRESS. IT IS YOUR RESPONSIBILITY TO CONTACT THE OFFICE SHOULD YOU MOVE.)				
Address:				
County:	City:		State:	Zip:
Phone:	Message Phone:		Email:	
Best way to contact:	Phone Call	Text	Mail Letter	Email
STUDENT INFORMATION				
(LIST STUDENTS IN WHICH YOU ARE APPLYING FOR)				
STUDENT NAME	MALE/FEMALE	DATE OF BIRTH	SSN#	ROLL#
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
ACKNOWLEDGEMENT				
<p>By signing below, I confirm:</p> <ul style="list-style-type: none"> * My application is thoroughly completed and all required documentation is attached. * The information I have provided is true and accurate. * I have read and understand the [i]XY]bYg. * I have read, understand, and will adhere to the Fair Hearings Statement, Privacy Act Statement, Fraud Statement, Release of Information, Guidelines, Check List, Clothing vs Non Clothing Items List, and Receipts Do's and Don'ts List. * I have been informed that ORIGINAL receipts for the 201) -201* school year must be submitted to the School Clothing Office by April 30 in order to apply for the 201* -201+ school year. I further understand that receipts must be dated within the school year and not 2 or more years ago. * I understand I need to submit ONE application either by mail, email, fax, in person, or by dropping it in the drop box located at the School Clothing Office. * I further understand I will receive a Receipt of Application postcard and should additional information be needed, I will expect a pending letter. <p style="padding-left: 20px;">I also understand reminder letters or postcards will not be sent from the School Clothing Office.</p>				
Head of Household Name (printed): _____			Date: _____	
Head of Household Signature: _____				
<p><i>If the Head of Household is not the custodial parent/guardian of the child(ren), you must attach current documentation that the child(ren) is/are legally in your care.</i></p>				
<p>RETURN APPLICATIONS BY DROP BOX, IN PERSON, MAIL, EMAIL, OR BY FAX TO:</p> <p>MUSCOGEE (CREEK) NATION SCHOOL CLOTHING OFFICE P.O. BOX 580 OKMULGEE, OK 74447</p> <p>PHONE: 918-549-2473 ♦ TOLL FREE: 800-482-1979 EXT. 2473</p> <p>PHYSICAL ADDRESS: 2971 N. WOOD DR ♦ FAX: 918-549-2478 ♦ EMAIL: schoolclothing@mcn-nsn.gov</p> <p>ORIGINAL RECEIPTS MUST BE TURNED IN BY MAIL, IN PERSON, OR DROP BOX. COPIES WILL NOT BE ACCEPTED.</p>				

**Muscogee (Creek) Nation
Social Services Department
School Clothing Office
Acknowledgement Statements and Release of Information**

Fair Hearing Statement:

Once all required documents have been received, the school clothing staff has 6-8 weeks to process your application. ALL required documentation must be received in order to determine eligibility. Should the office need additional information, you will receive one pending letter and your application will be considered pending for that school year until all required documentation has been submitted. Should your receipts get lost in the mail and you cannot provide your copy, you will be denied. Exception(s) will be in cases where the receipts were destroyed in a house fire, tornado, etc. In cases where your receipts were not turned in, Requests for Reconsideration will be taken due to medical or family emergencies **ONLY**.

Privacy Act Statement:

The Muscogee (Creek) Nation School Clothing Office cannot give out your information. However, the School Clothing Office can share the information with other Federal, State, Tribal offices, schools, and/or programs, etc., who have some responsibility with the services for which you are applying. For any other person or program wanting information from your case file, you must complete the Release of Information Section below. You have a right to know what information is in your case record and you can ask to see it if you believe some information in your case file is inaccurate, ask a School Clothing staff member about how to change the information in your case file.

Fraud Statement:

All information pertinent to services requested is subject to verification. Falsification of this information shall be grounds for 1) denial of this application, 2) not eligible to receive assistance for one (1) year, 3) all parties, schools, agencies, tribal programs, etc., will be notified, 4) may be required to pay back any monies that were awarded, and 5) be forwarded to the Attorney General's Office if further action is needed.

Release of Information:

Should you choose a friend or family member to receive or give information to our staff in regards to the application please list their name, relation, and ***last four digits*** of their social security number for identification purposes below:

Name: _____ Relation: _____ SSN: XXX-XX-
Name: _____ Relation: _____ SSN: XXX-XX-
Name: _____ Relation: _____ SSN: XXX-XX-

This Release of Information will remain in effect for one (1) year from date of signature or until you request to rescind authorization. **Should you choose a family member or friend to obtain information, you must check the box below authorizing it. Should you fail to check either box and/or sign, your application will be considered incomplete and will be sent back to you.**

I authorize the Social Services Department to obtain and/or exchange information with the person(s) listed above.

I do not wish to list any person(s).

Head of Household Name (printed): _____ Date: _____

Head of Household Signature: _____

*****OFFICE USE ONLY*****

Staff Member Name: _____

Date Completed: _____



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SCHOOL ENROLLMENT

PUBLIC/PRIVATE SCHOOL:

Parent/Guardian: This form must be completed by a school official and returned with the application. The information provided may be verified.

9th -12th grade students must have "Completion" section completed or the application will be returned.

1. Student Name: _____ Name of School: _____
Grade: _____ Completion (9th-12th grade only): Did the student attend the previous full school year? Yes No
School Phone: _____ School Official Name and Job Title: _____
School Official Signature: _____
2. Student Name: _____ Name of School: _____
Grade: _____ Completion (9th-12th grade only): Did the student attend the previous full school year? Yes No
School Phone: _____ School Official Name and Job Title: _____
School Official Signature: _____
3. Student Name: _____ Name of School: _____
Grade: _____ Completion (9th-12th grade only): Did the student attend the previous full school year? Yes No
School Phone: _____ School Official Name and Job Title: _____
School Official Signature: _____
4. Student Name: _____ Name of School: _____
Grade: _____ Completion (9th-12th grade only): Did the student attend the previous full school year? Yes No
School Phone: _____ School Official Name and Job Title: _____
School Official Signature: _____
5. Student Name: _____ Name of School: _____
Grade: _____ Completion (9th-12th grade only): Did the student attend the previous full school year? Yes No
School Phone: _____ School Official Name and Job Title: _____
School Official Signature: _____

HOMESCHOOL:

Please attach a copy of the upcoming school year curriculum or original textbook receipts. Failure to attach the curriculum or receipts will delay the process of the application.

I, the undersigned, hereby attest, that my child(ren)(please list grade next to name of child), _____

are homeschooled at the home of _____

located at _____

I affirm the enclosed curriculum is the curriculum that my child(ren) will be receiving and/or the enclosed original textbook receipts are the textbooks that will be used by my child(ren) during the upcoming _____ school year.

I understand that the submission of false information will result in me and/or my child(ren) being ineligible for future school clothing assistance and may result in the Muscogee (Creek) Nation filing charges against me for the recovery of any misspent monies.

Head of Household Name (print); _____ Date: _____

Head of Household Signature: _____



**Muscogee (Creek) Nation
Social Services Department
School Clothing Office**

CHECK LIST

NEW APPLICANT: Meaning the child's information has never been submitted to the School Clothing Office, please send in the following:

- ☐ Completed 2 paged application. *(Pages 1 and 2 must be signed and returned.)*
- ☐ Copy of the student's Muscogee (Creek) Nation Citizenship card **OR** a printout from the MCN Citizenship Office. **CDIB cards will not be accepted.** (Citizenship must not be in pending status).
- ☐ School Enrollment
 1. Head Start and Public/Private School
Enrollment must be verified by a letter on the schools letterhead or by the School Enrollment form, provided by the School Clothing Office.
 2. Home School
Enrollment must be verified by the Home School Enrollment form, provided by the School Clothing Office, and provide a list of curricula for the current school year **OR** original receipts of textbooks purchased.
- ☐ Copy of Custody Order, Legal Guardianship, Power of Attorney (if applicable).

PAST PARTICIPANT: Meaning your child has received school clothing assistance before, the child's citizenship verification has been received, and/or there are no custody changes, please send in the following:

- ☐ Completed 2 paged application. *(Pages 1 and 2 must be signed and returned.)*
- ☐ School Enrollment
 1. Head Start and Public/Private School
Enrollment must be verified by a letter on the schools letterhead or by the School Enrollment form, provided by the School Clothing Office.
 2. Home School
Enrollment must be verified by the Home School Enrollment form, provided by the School Clothing Office, and provide a list of curricula for the current school year **OR** original receipts of textbooks purchased.
- ☐ Copy of Custody Order, Legal Guardianship, Power of Attorney (if applicable).

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED IN ORDER TO DETERMINE ELIGIBILITY

OPEN ALL YEAR ROUND MAY TO APRIL

ORIGINAL RECEIPTS MUST BE SUBMITTED IN ORDER TO APPLY FOR NEXT YEAR

RETURN APPLICATIONS BY DROP BOX, IN PERSON, MAIL, EMAIL, OR BY FAX TO:
MUSCOGEE (CREEK) NATION
SCHOOL CLOTHING OFFICE
P.O. BOX 580
OKMULGEE, OK 74447

PHONE: 918-549-2473 ♦ TOLL FREE: 800-482-1979 EXT. 2473

PHYSICAL ADDRESS: 2971 N. WOOD DR ♦ FAX: 918-549-2478 ♦ EMAIL: schoolclothing@mcn-nsn.gov



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GUIDELINES:

1. **The School Clothing Program is open all year round.** Year round will be considered from May 1 to April 30. The date your application is received will be the date you may apply next school year (i.e. If your application is received July 6, you must wait until July 6 of next year to apply). You cannot receive two payments in one fiscal year (October – September).
2. **Original receipts from the previous school year must be submitted before applying for the next school year.** Receipts must be dated within the last school year, May 1, 2015 – April 30, 2016. Receipts dated out of that time frame will not be accepted (i.e. Acceptable: School year receipts for 2015-2016, must be dated between May 2015 and April 2016. Not Acceptable: School year receipts for 2015-2016, show the date of December 2014). Receipts must total the amount awarded. The head of household, the student's name, and phone number must be printed on the back of each receipt. Please make copies and keep for your records. Should you not be able to provide copies or receipts dated within the time frame, your application will be denied and you may not apply for the next school year. Exceptions will only be accepted in cases where receipts were destroyed by a fire, tornado, etc. Documentation must be submitted. Should you turn receipts in that are less than the amount awarded, you will not be eligible to apply for the next school year until additional receipts have been turned in totaling the amount awarded. ***NO EXCEPTIONS.*** Requests for Reconsiderations may be taken due to medical or family emergencies only. Documentation must be provided.

APPLICATION PROCESS:

1. **ONLY ONE APPLICATION NEEDS TO BE SUBMITTED** either by mail, fax, email, in person, or by dropping it in the drop box located at the School Clothing Office. However, should the head of household apply for foster children; they must use a separate application for biological children.
2. Due to the number of applications received, applicants must allow 6-8 weeks, from the time the application is received in the School Clothing Office to the time they receive a check.
3. Once the School Clothing Office receives an application, a Receipt of Application postcard will be mailed to the head of household. Completed applications, meaning applications submitted with all required documentation, will be processed for payment. Incomplete applications, meaning applications without all required documentation, will receive a pending letter and will be considered pending until all required documents have been received or until the end of the school year, April of each year. It is the head of household's responsibility to submit documents. **Reminder letters/postcards will not be sent.**
4. School Clothing grant is an allowance of \$200 per student, per school year, and is ***NOT TAX EXEMPT.***

ELIGIBILITY REQUIREMENTS:

1. The student must be enrolled with the Muscogee (Creek) Nation and provide a copy of their citizenship card or a printout from the MCN Citizenship Office. It is the head of household (parents/guardians) responsibility to obtain and submit citizenship verification. Student must be enrolled at the time of applying for grant. CDIB cards will not be accepted. If you submitted cards the previous years, please do not send in again.
2. Student must be enrolled in a certified head start program, public or private school, or home school. Child must be enrolled with the school at the time of applying for grant. Application will not be processed until enrollment for all children has been received.
Head Start, Public or Private School. Student must be at least 3 years of age and enrolled in a certified Head Start program (not a daycare). Student must be 4 years of age to 18 years, or 12th grade, and enrolled in a public or private school program. Students in the 9th-12th grade must have completed the previous full school year. Students must provide a letter, with the above information, on the schools letterhead or the School Clothing School Enrollment form.
Home School. Student must be five (5) years of age to 18 years. In the event a child tests out before he/she turns 18 years of age, the child shall no longer be eligible to participate in the school clothing program. Students must provide the School Clothing School Enrollment form and provide the curricula for the current school year or provide the original book receipts for the current school year.
3. Copy of Custody Order, Legal Guardianship, or Power Attorney (if applicable). Should documentation listed not be available, a notarized statement from the parent and letter from the school, on the schools letterhead, verifying the said guardian is listed as the main contact person along with verification of the child(ren)'s home address may be accepted.

OPEN YEAR ROUND MAY 1 TO APRIL 30 – ORIGINAL RECEIPTS MUST BE SUBMITTED IN ORDER TO APPLY FOR NEXT YEAR!!

CLOTHING VS NON CLOTHING ITEMS

YES



Clothing items include:

- * Tops
- * Pants
- * Dresses
- * Skirts
- * Shorts
- * Undergarments
- * Socks
- * Belts
- * Hats
- * Winter gloves
- * Winter scarves
- * Coats
- * Shoes
- * Boots
- * Shoe strings

NO



NON clothing items include:
(but not limited to)

- * Check cashing fee
- * Make-up/ perfume/cologne/lotion
- * Purses/handbags/backpacks
- * Lunch boxes
- * Hair accessories-pins/bows
- * Umbrella's
- * Bandannas
- * Pajama's/robes/pj sets/sleep pants
- * Swimsuits
- * School supplies
- * Costumes
- * Food items/candy
- * Sports gear/mouth pieces
- * Shoe/padding inserts
- * Cell phone/cell phone minutes
- * Tuxedo's/dress suits/prom dresses
- * Jewelry
- * House shoes/slippers

RECEIPTS DO'S AND DON'TS

DO



- DO:** Turn in ***ALL ORIGINAL*** receipts.
- DO:** Turn in receipts that total or exceed the amount awarded.
- DO:** Legibly print head of household name, child's name, and a phone number on the back of each receipt.
- DO:** Make sure each receipt is dated, itemized, and has the store name on them.
- DO:** Make copies of each receipt and keep them.

DON'T



- DON'T:** Turn in copies of receipts.
- DON'T:** Turn in receipts less than the amount awarded.
- DON'T:** Write, or use highlighters on the receipts (causes ink to disappear).
- DON'T:** Combine clothing purchases on the same receipts that you purchase other items on.
- DON'T:** Send cash, coins, check, or money orders, etc., in with your receipts.
- DON'T:** Use tape or staples on receipts.
- DON'T:** Cut the date off the receipts.

*Garage sale receipts **WILL NOT** be accepted.

*Credit card receipts will not be accepted unless they are itemized.

*Consignment store purchases are acceptable as long as they are dated, itemized, and have the store name on them.

ORIGINAL RECEIPTS MUST BE SUBMITTED IN ORDER TO APPLY FOR NEXT YEAR